



## Career Opportunity

June 23, 2021

**EASEMENT PROGRAM ARCHAEOLOGIST  
(Historian/Archaeologist & Preservationist III)  
Payband 5**

**Position #00053**

**Location:**

**2801 Kensington Ave  
Richmond, VA 23221**

**Maximum Hiring Range**

**Salary negotiable to \$48,391-\$63,891**

## Position Description

The Department of Historic Resources (DHR) has a great working culture, allows for telework/flex schedules and is a learning environment that allows individuals to thrive in their careers. The Division of Preservation Incentives is seeking a self-motivated preservation professional to fulfill the responsibilities of an Easement Program Archaeologist. The selected individual will be responsible for negotiating and administering acquisition of new archaeological and battlefield easements through negotiation with property owners and partner organizations. The technical responsibilities will include negotiating the easement terms, drafting the provisions, and finalizing the legal document, while ensuring perpetual protecting of cultural resources. Other responsibilities include completion of accurate and detailed baseline documents, evaluation of submitted easement offers for archaeological content, and stewardship of existing easement properties, to include limited fieldwork. In addition, the selected individual will attend board meetings and provide assistance to the State Archaeologist and State Archaeology Program as requested. These efforts will be conducted while ensuring consistency, professionalism, and team collaboration.

## Qualifications Guide

***Applicants must meet the Secretary of the Interior's Professional Qualifications Standards in Archaeology.*** Applicant must have a thorough knowledge of archaeological theory and methodology pertaining to archaeological survey, evaluation, excavation, artifact analyses, report writing, and paper presentation. Ability to negotiate and communicate effectively orally and in writing is critical. Considerable knowledge of historic resource treatment practices and procedures; knowledge of agency programs, procedures, and policies; applicable state and federal regulations; and project management methods and techniques. Demonstrated ability to evaluate and interpret legal and technical documents and to provide technical advice and training is also necessary; to be well organized; to plan work and establish priorities; to coordinate work with others; and to review projects and reports. The selected candidate will be required to complete a criminal background check and file a State and Local Statement of Economic Interests as a condition of employment. A valid driver license is required.

## Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, JULY 9, 2021 at <http://jobs.virginia.gov/>

### ***EOE***

***DHR is an equal opportunity employer who values diversity in the workforce. Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***